

THE FEDERATED GOVERNING BODY OF SAVILE TOWN CE (VC) INFANT AND NURSERY SCHOOL AND THORNHILL LEES CE (VC) INFANT AND NURSERY SCHOOL

Minutes of the meeting of the Governing Body held *remotely* at 5:30 pm on Tuesday, 2 February 2021.

PRESENT

Miss K Allen (Chair), Mrs K Asquith-Dolan, Ms S Cavanagh, Mrs D Douglas, Mrs S Dudding, Ms A Mocanu, Reverend A Pollard, Mrs K Quinn, Miss D Roberts, Miss M Sharif

In Attendance

Mrs S Morley (Minute Clerk)
Mrs J Lord (School Business Manager)

51. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mrs S Patel for which consent was granted.

There were no declarations of interest.

52. NOTIFICATION OF ITEMS TO BE BROUGHT UP IN ANY OTHER BUSINESS

There were no items notified to be brought up under any other business.

53. REPRESENTATION

Resignation

<u>Name</u>	<u>Category</u>	<u>With effect from</u>
Mr A Bismillah	Co-opted	17/12/2020

54. MINUTES OF THE MEETING HELD ON 1 DECEMBER

RESOLVED: That the minutes of the meeting held on 1 December be approved by the Chair as a correct record and signed at a future meeting, subject to the following amendment:

Minute 37 – The name ‘Andy’ to be changed to ‘IT Technician’.

55. MATTERS ARISING

There were no matters arising.

56. HEAD TEACHERS REPORT AND GOVERNORS QUESTIONS

The Head Teacher explained that the Schools were partially open.

(a) Numbers in School

At Savile Town, every child with an EHCP is attending every day along with 16 out of the 22 on the SEN register. A total of 8 out of 13 on free School meals are in school and 10 critical worker children are attending.

At Thornhill Lees there are 9 out of 12 of the 2 year olds attending, 32 out of 77 from the nursery, 14 out of 74 reception children, 16 out of 65 year one children and 19 out of 79 year two children. 14 out of 39 children who have free School meals are attending and 7 of the 9 children with an EHCP.

Q: How are staff finding the routine and structure?

A: It was hard for the staff who need to be in School all the time, especially those who are supporting children who have an EHCP, as they need to be there consistently and all early years staff are in all the time as the nursery is open to all. Children are finding it easy to follow the routines, although some parents are not following routines.

(b) Staff Development

Network meetings are taking places after School and there have been mental health and well-being workshops. Meetings are reduced to just 2 per half term. Meetings are planned for the future to focus on CPD.

(c) Performance Management

Staff will be asked to complete their self-reviews and discuss these remotely with team leaders. There is a lot of focus on home learning.

(d) Policies

All policies have been updated and monitoring is on track.

The KLP meetings will take place this half term. The Head Teacher will provide an update after this.

(e) Home Learning

Q: How motivated are pupils at home?

A: Each year group is different. There are some parents who participate and give feedback on activities. The Head Teacher explained that staff could see who had viewed the activities and assumed that they were being done. Staff follow up with those families who do not access the work with phone calls and home learning packs. Live lessons have not been offered because of concerns about screen time for children.

Q: How well are the children achieving at home?

A: There were gaps in learning identified when the children returned in September. Home learning is being adapted to overcome issues experienced in the last lockdown, for example, writing in capital letters rather than in lower case and mispronounced sounds in phonics. Achievement cannot be judged until the children are back in School. Some parents have asked for more work to be provided.

Q: How is staff morale, taking into account workload and planning requirements?

A: Home learning mirrors classroom learning where possible. Morale depends on personal circumstances, which School they are working in and if there is a rota system. There are more staff at Thornhill Lees so they can be on a rota and a member of staff can be responsible for the home learning. All the teachers at Savile Town are in. Staff in School say that they like the normality but are anxious about COVID. Those at home with their own children and managing home learning are feeling a bigger impact. The Head Teacher noted that a lot of factors affect morale, and this lockdown seems to be harder for more people. The chair noted that there is more pressure for children to engage with home learning.

The Head Teacher noted her concerns that staff were more accessible through the Dojo and some parents had unreasonable expectations of them, and that this could negatively impact their mental health. The Head Teacher would look into how the Dojo could be managed to improve this.

(f) Buildings and Maintenance

Governors were informed that the entrance ramp at Savile Town will be done in February half term.

At Thornhill Lees, the boiler and radiator work is complete, as is the work to the rear playground however, work needs to be done to repair damage from the heavy vehicles used to complete the original work.

There had been a flood in the hall after the snow which damaged some ceiling tiles. The Head Teacher is consulting with the LA to see if these can be replaced.

Q: Could the tiles be removed?

A: The heating system is above the ceiling so they need to stay.

The carpet which had been a trip hazard is being replaced with carpet tiles in February half term; this will resolve the issue.

(g) Health and Safety

Risk assessments have been completed. The health and safety walk and risk assessment have been completed this week at both Schools. This will be discussed in detail at the next Resources Committee.

(h) SEN

There has been a planning meeting with the educational psychologist. Speech and language have been brilliant. They have been working through video calls. There have been issues in contact with other services, as they are unable to come into School or work through video calls. There is a gap in provision for some children who have high needs.

(i) Safeguarding

Meetings have continued remotely. Safeguarding training is planned for March and Mrs Lord completed the safer recruitment training.

Q: What are you doing as part of Children's mental health week?

A: Activities are being placed on the Dojo for children and these are also being done in School for the children there.

(j) School Development Plan

The Head Teacher included the termly progress review within the report.

(k) Head Teacher Well-being

The Head Teacher noted that her coaching would re-start after half term.

Q: What other support is there for the Head Teacher?

A: The Head Teacher explained that the staff team support her. She is contacted regularly by the Head Teacher well-being team by text or phone every few weeks, and the KLP contacts her every half term. She noted that she missed the support of going to meetings with other Head Teachers.

Q: How can Governors support the Head Teacher, staff and the Schools?

A: Making contact with staff regarding special responsibilities will be a help. A Staff Governor noted that staff are working well and managing at the moment.

The Chair thanked the Head Teacher for her report.

57. RECONSTITUTION

The Head Teacher noted that she had not contacted parents about filling the parent Governor Vacancies yet due to the COVID situation. Governors discussed if this should be done now or not. They agreed that this should wait due to the current situation. Parents and the Head Teacher have other priorities at the moment.

RESOLVED: That Governors approved the new Instrument of Governance.

58. SAFEGUARDING

The Head Teacher explained that CPOMS is used in School. If families are not in contact, either through phone calls or home visits this is reported as a concern and is followed up. Not every welfare call is being recorded, just where staff have any concerns.

Governors had received the audits and were content with these.

59. SCHOOL WEBSITES

Thornhill Lees website is moving onto a new platform in the next few weeks. The content should be transferred over and it will be in a similar format.

Q: Why is the website being updated?

A: It is with the same provider, just a free upgrade to make it more user-friendly.

Q: Is there a section about COVID?

A: Yes and there is also a mental health / well-being section.

The Chair noted that she had looked at the website today and that it was really clear and contained good information.

60. FINANCIAL MANAGEMENT AND MONITORING

The cash flow reports have been circulated to Governors. There is little to report. There is less spending on general supplies but there is a cost to the home learning packs.

The Thornhill Lees playground work was paid for with sugar tax money, sports premium and DFC funding. The Head Teacher noted that the DFC money has not been received yet.

Q: Did the work come in on budget?

A: Yes, the Head Teacher informed the company of the maximum budget available, so the work was managed to fit the budget. There is still a little grass left.

61. GOVERNOR TRAINING AND GOVERNOR VISITS

There have been no visits. The Head Teacher asked that any Governors with a special responsibility contact the leads for their area. This can be done through email, but should be before the Easter holiday.

62. ANY OTHER BUSINESS

The Chair and Governors asked the Head Teacher to pass their thanks on to the staff for everything that they have been doing for the Schools and the children in these challenging times.

63. DATES OF FUTURE ITEMS AND POSSIBLE AGENDA ITEMS

RESOLVED: That Full Governing Body meetings would take place on the following dates at 5:30 pm, at a location to be confirmed:

Tuesday, 23 March 2021
Tuesday, 11 May 2021
Tuesday, 29 June 2021

RESOLVED: That there will be a meeting of the Resources Committee on 16 March, to consider the budget in advance of the FGB in March.

64. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of the minutes, agenda or related papers be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.